

## **Town of Randolph**

### **Assistant Town Accountant**

The Town of Randolph seeks an Assistant Town Accountant. Responsibilities include: maintain the general ledger, appropriation and balance sheet accounts; post cash receipts, journal entries and budget adjustments to the general ledger; prepares trial balances monthly; updates monthly entries, month end reports, distributes budget expense report and fund balance reports to all departments; balances tax receivables with the Treasurer/Collector's office; resolves discrepancies in accordance with established procedures; processes weekly town and school vendor and payroll warrants, and other duties as assigned. See [townofrandolph-ma.gov](http://townofrandolph-ma.gov) for more details.

Successful candidate should possess a bachelor's degree in a related field, five years' experience in accounting work; or an equivalent combination of education and experience. MUNIS experience is a plus.

Salary: \$60,035-\$78,998, plus excellent benefits.

The Town of Randolph is proud to be home to a very diverse population and we value the culture and background of all people. We realize the importance of a workforce that is welcoming and inclusive and that treats each resident, business owner, visitor and town employee fairly and with dignity.

The Town of Randolph is an Equal Opportunity Employer. The Town of Randolph does not discriminate on the basis of race, color, creed, national origin, ethnic identity, sex, gender identity, disability, handicap, age, religion, or sexual orientation. The Town of Randolph does not tolerate any form of discrimination, intimidation, threats, bullying, coercion and/or harassment that insults the dignity of others by interfering with their ability or freedom to apply for and work in positions in the Town of Randolph.

Please email resume to HR Assistant Anne Barkhouse at [abarkhouse@randolph-ma.gov](mailto:abarkhouse@randolph-ma.gov). The Town will be accepting resumes until the position is filled. Resumes will be reviewed, and interviews will be conducted on a rolling basis beginning on Monday, February 21, 2022.

## **Assistant Town Accountant**

### **Position Title:** Assistant Town Accountant

**Type of Position:** This is an appointed, compensated, full-time employment position with the Town of Randolph. The regular schedule for this position is 35 hours of work per week. This is not a civil service position. This is a “non-exempt” position under the Federal Fair Labor Standards Act (FLSA). Please see the current Randolph Town Employee Handbook for additional information on the nature of your employment with the Town.

**Type of Pay:** The Assistant Town Accountant will be paid an hourly wage for each hour worked. You will be paid subject to all normal deductions for taxes and other withholdings as required by law and consistent with the Town’s payroll practices.

**Appointing Authority:** Town Manager

**Department Head:** Director of Finance/Town Accountant

**Reporting Relationship:** The Assistant Town Accountant shall report to the Director of Finance/Town Accountant but is generally self-directed. The Assistant Town Accountant is also overseen on day to day matters by the Town Manager. The Assistant Town Accountant may supervise clerical positions in the office.

**Benefits:** For information on any available benefits, including any vacation, sick or personal time, please refer to the current Randolph Town Employee Handbook and consult with the Town Manager’s Office.

**Summary:** Responsible for assisting the Town Accountant in maintaining the many records necessary to present complete and accurate financial information to Town departments, Town Council, and to state and federal agencies. During the Town Accountant’s absence, the assistant is in complete charge and is the only other person authorized under M.G.L. to sign contracts as to availability of funds, approve purchase orders, and to sign warrants of bills payable before presentation to the Town Manager. The Assistant Town Accountant must have the personality to deal directly with department heads and other employees on a day to day basis. Accuracy is a prime requisite. The essential functions or duties are intended as illustrations of various types of work that is performed. The omission of specific statements of duties does not exclude the duties from the position if the work is similar, related, or a logical assignment to the position. The position functions as part of the overall municipal team to ensure effective and efficient municipal operations.

Typical duties include but are not limited to:

- Reviews and verifies bills schedules; reviews invoices and other supportive documentation from departments; posts accounts payable batches, ensures that accounts payables are in balance before running warrant.

- Verifies that funds are available for payment of invoices by department. Ensures that invoices submitted are originals.
- Ensures that all bill vouchers are signed by the appropriate authority or authorities.
- Verifies that vendor ID numbers and remit addresses are correct.
- In case of reimbursements to individuals, makes sure that all proper documentation accompanies the request for payment.
- Maintains files of town expenditures and invoices and payment authorizations.
- Maintains vendor master file.
- Reviews and converts requisitions to purchase orders. Maintains file of all town purchase orders.
- Responsible for balancing, distributing, and filing annual 1099s.
- Participates in internal auditing and special assignments as assigned by the Finance Director/Town Accountant.
- Assists the Finance Director/Town Accountant in the annual town financial audit.
- Reviews and posts cash receipts to the General Ledger.
- Helps the Finance Director/Town Accountant in monthly and annual reconciliations such as cash, receivables, and other accounts.
- Researches and provides information as needed on a broad variety of matters. May provide explanation and interpretation of town, state, and federal laws or regulations pertaining to accounting functions to the public and other employees.
- Oversees the General Billing process for departments, including verification of batch entry, printing of invoices, and monthly reconciliation of activity.
- Approves orders submitted through Amazon, prints purchase orders and processes all related invoices.
- Performs similar or related work as required.

**Ability:**

- Ability to deal tactfully and appropriately with the general public.
- Ability to work cooperatively with Town officials, boards, and departments.
- Ability to prepare routine correspondence and reports.
- Ability to communicate, both orally and in writing, in a tactful and effective manner.
- Ability to deal with unpleasant or tense situations involving staff and/or the public.
- Ability to organize extensive and/or complex records
- Ability to maintain detailed and extensive records and to track deadlines.
- Ability to prioritize multiple tasks and deal effectively with interruptions.

**Skill:**

- Skill in operating computers and related word processing and statistical applications required.
- Proficiency in Microsoft Excel and Word programs.
- Skill in operating a variety of accounting software systems, MUNIS preferably.

**Physical Requirements:**

- Minimum physical effort generally required in performing duties under typical office conditions.
- Frequent interruptions to assist town staff and customers on the phone.
- The position requires regular lifting and carrying of files, documents, records, etc., of up to ten (10) pounds.
- The employee is often required to sit and/or stand in one place for an extended period of time.
- The position requires the ability to operate a keyboard and view computer screens for an extended period of time.
- May spend extended periods of time at terminal, at filing cabinets, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Specific vision abilities required by this position include close vision, distance vision, peripheral visions, depth perception, and the ability to adjust focus.
- Applicant must seek certification from the Massachusetts Municipal Association of Auditors and Accountants.

**Work Environment:**

- Work is performed under typical office conditions with frequent interruptions and moderate noise.
- Operates computers, printer, and other office equipment, such as calculators, copy machines, fax machine, scanner, and telephone.
- Makes frequent contact, often requiring perceptiveness, with the general public, Town employees and officials, state officials, attorneys and outside vendors/contractors.
- Has access to a significant amount of confidential information and exercises appropriate judgement, discretion and professionalism.
- Errors could result in delay and confusion, have legal and/or financial repercussions, and cause adverse public relations.